

**DRAFT**  
**Chesterfield Local Human Rights Committee (CLHRC)**  
September 25, 2006

**Members Present:**

Mr. Hasan Zarif, Chair  
Ms. Trish Angle  
Rev. Hazel Greenhowe  
Ms. Claire Velzy  
Dr. Analie Rademaker  
Ms. January Tussing

**Members Absent:**

**Others Present:**

Mr. James Bowser, Regional Advocate, OHR  
Ms. Kim Huffman, Chesterfield CSB  
Ms. Mauretta Copeland

**Staff Present:**

Ms. Karen Mingloski  
Mr. David Mangano, Chesterfield CSB

**Affiliates Present:**

Ms. Inger Wyatt, Covenant Homes, LLC  
Ms. Chris Joyce, Grafton Schools  
Mrs. Margaret. Moore, J&M Adult Care Services  
Mr. Joel Moore, J&M Adult Care Services  
Ms. Sheen Lyle, Lyle Professional Consulting  
Ms. Christina Rivers, Rivers Assisted Living, LLC  
Ms. Danielle Hunt, Youth Empowerment Services  
Mr. Larry Williams, Kids In Focus, Inc.  
Mr. Richard Kingswell, Kids in Focus, Inc.  
Ms. Linda Jones, Jerolin Management Services  
Mr. Milton Langhorne, Langhorne Family Care  
Mrs. Delores Langhorne, Langhorne Family Care  
Ms. Amel Booker, Quality Life Services, LLC  
Ms. Nancy Crawley, Second Chance at Life, Inc.  
Mr. Anthony Mills, Second Chance at Life, Inc.

**1. Call to Order**

A quorum being present, Chair Hasan Zarif called the Chesterfield Local Human Rights Committee meeting to order at 5:43pm in the Rogers Building, Chesterfield Community Services Board. Mr. Zarif asked for introductions of those present.

**2. Approval of Minutes**

On motion of Dr. Rademaker, seconded by Ms. Angle, the LHRC voted to approve the minutes of the June 19, 2006 meeting, as presented.

Ayes: Mr. Zarif, Dr. Rademaker, Rev. Greenhowe, Ms. Angle, Ms. Velzy, Ms. Tussing

On motion of Ms. Angle, seconded by Ms. Velzy, the LHRC voted to approve the minutes of the July 24, 2006 meeting, as presented.

Ayes: Ms. Angle, Mr. Zarif, Rev. Greenhowe, Ms. Velzy, Rev. Greenhowe, Dr. Rademaker, Ms. Tussing

**3. Matters of the Public**

Chair Zarif entertained comments to open the floor for items of interest to the committee.

Mr. Bowser reported that the proposed regulations have been approved and are in 60-day comment period. A schedule of public hearings will be distributed through Ms. Mingloski. A public hearing is scheduled for November 8 at Henrico Area MH/MR, 4pm-6pm. Comments should be submitted in writing prior to the public hearing; participants are allowed 3 minutes to speak. The meeting will be recorded and comments will be considered before final approval. You may submit comments by e-mail or letter to Margaret Walsh, Director, Office of Human Rights, DMHMRSAS.

Mr. Mangano reported that advocacy groups begin meeting in September to discuss the legislative agenda for the January 2007 session. VACSB and other advocacy groups are requesting rate increases again, over and above what came in this last year for waiver services. They will also propose additional waiver slots, as many as 300 to 800 slots. As additional meetings occur, Mr. Mangano will share the agendas. He continued that a special session regarding transportation will occur, and many hope this topic will not carry over into the new session in January and take away from other issues.

#### **4. Old Business**

There was no old business brought before the LHRC.

#### **5. New Business**

##### **a. Providers**

##### **1. Program Expansion**

###### **Jerolin Management Services**

Mr. Bowser stated the Jerolin Management Services has not completed the licensing application process, and recommends this agenda item to be deferred until the next meeting. A motion was made, seconded and voted upon by the LHRC to defer until the next meeting.

##### **2. Affiliation Renewal**

- **Chesterfield CSB** - Mr. Mangano requested re-affiliation for the Chesterfield CSB and provided a comprehensive summary of services offered, including the number of current clients and what is anticipated for the next fiscal year. The human rights policies and procedures are the same as originally approved.
- **J&M Adult Care Services** – Mr. Moore reported serving 6 clients in 2 homes, employing 12 staff. The human rights policies and procedures remain the same.
- **Jerolin Management Services** – Ms. Jones reported Jerolin Management Services has moved into a larger location, currently serving 8 individuals, but has a capacity to serve up to 20. They also provide companion services as well as respite services. The human rights policies and procedures are the same.
- **Kids in Focus, Inc.** – Mr. Kingswell reported Kids In Focus, Inc. is operating at the same locations, serving 8 children, and employing 45- 50 full-time employees, including a psychologist, an art therapist, and a quality assurance position. Tri-annual review due in November-December 2006. Mr. Kingswell further stated that there have been no changes to the human rights policies and procedures originally approved by the Chesterfield LHRC.
- **Lyle Professional Consulting** – Ms. Lyle reported Lyle Professional Consulting provides intensive in-home treatment to approximately 50 clients. Her office is currently located in Chesterfield County and she received her annual license in April 2006.
- **Rivers Assisted Living, Inc.** – Ms. Rivers reported River Assisted Living is operating 2 group homes in Chesterfield County for adults with mental retardation. They currently serve clients, with a 4:1 staffing ratio. Ms. Rivers indicated there have been no changes to the human rights policies and procedures originally approved by the Chesterfield LHRC.

A motion was made, seconded and voted to approve the re-affiliation agreements for **Chesterfield CSB, J&M Adult Care Services, Jerolin Management Services, Kids in Focus, Inc., Lyle Professional Consulting** and **Rivers Assisted Living, Inc.** Liaisons from each provider remitted the annual fee and completed their affiliation agreement, which was then signed by the LHRC chairman.

##### **3. Policy & Procedure Review**

###### **Quality Life Services**

Ms. Amel Booker presented the human rights policies and procedures of Quality Life Services. Discussion regarding seclusion, timeout and restraint, staff training, and doctor's orders for helmets, etc. Mr. Bowser suggests that the section regarding all protective and restraint devices should be revised to include the measures your staff will take after the initial time to hold someone in such situation; and, that the doctor's orders for helmet, etc. should be monitored more than annually. These revisions will help staff, clients and client representatives to understand the expectations when receiving treatment.

Ms. Angle left the meeting.

Mr. Bowser noted for Ms. Booker that the LHRC previously decided that restrictive programs would be submitted to the Office of Human Rights Regional Advocate first, and then if Mr. Bowser or his designee determines the plan needs the attention of the LHRC, he will forward to the committee as an agenda item.

A motion was made, seconded and voted upon to reconsider the request to approve Quality Life Services policies and procedures at next regular LHRC meeting when changes have been made.  
Ayes: Mr. Zarif, Ms. Velzy, Ms. Tussing, Rev. Greenhowe, Dr. Rademaker  
Absent: Ms. Angle

**Kids In Focus, Inc.**

Mr. Kingswell requested the LHRC approve an Electronic Motion Detector policy for his program. The intent is for a centralized station to notify staff for movement occurring in the room, or if a child is trying to exit through the windows. Mr. Bowser expressed his concerns about motion detectors being restrictive and infringing on the rights of clients receiving services, and that the only type of program that uses motion sensors is a sexual offender program with more than 1 client in the bedroom.

Mr. Kingswell did report that the system was installed when the LHRC did not approve the surveillance camera policy. Mr. Zarif reminded Mr. Kingswell that any future policies must have appropriate documentation and to bring them to the attention of the Regional Advocate.

A motion was made, seconded and voted to approve the Electronic Motion Detector policy dated December 30, 2005, revised September 7, 2006 for Kids In Focus, Inc., Girls In Focus, Kids in Focus II, Little Kids in Focus.

Ayes: Mr. Zarif, Dr. Rademaker, Rev. Greenhowe, Ms. Tussing  
Abstain: Ms. Velzy  
Absent: Ms. Angle

Break – Rev. Greenhowe left the meeting.

**4. Event Report Statistics**

Upon reconvening, Mr. Zarif entertained reports from each provider on events occurring during the period of July 1 and August 31, 2006, as well as Human Rights and Licensure inspections.

**Chesterfield CSB** Mr. Mangano reported no formal complaints and 2 informal complaints. Mr. Mangano reported an update on the customer service complaint stating the program is making arrangements for OT/PT services to be provided on-site by private providers. Both informal complaints were resolved to satisfaction of the consumers and family members; no allegation of abuse or neglect; and, 4 attempted suicides.

Ms. Velzy inquired about the Personnel/Staff complaint requesting more information about the staff being moved out of the program. Mr. Mangano will provide more details at the next meeting.

**Covenant Homes** – Ms. Wyatt reported no events.

**Grafton Schools** – Ms. Joyce reported 2 informal complaints that were resolved to satisfaction of the stakeholders; 1 allegation of abuse that resulted in the staff member's admission to taking the consumer's money, and is now facing charges. Grafton has replaced the funds, and the incident was reported to police, and the staff member's employment was terminated. An allegation of neglect was investigated and was not determined; staff members were suspended during the investigation and have since returned to work.

Ms. Joyce reported unannounced visits to two students homes by Department of Education (DOE) and DMHMRSAS. Wolfberry group home corrective action plan was submitted and accepted by DOE and DMHMRSAS. Deer Thicket group home corrective action plan accepted as submitted.

**J & M Adult Care Services, Inc.** – Mr. Moore reported no events.

**Jerolin Management Services** – Mrs. Jones reported no events. Human Rights visit was conducted. The corrective action plan was submitted and has been accepted by the Office of Human Rights.

**Kids in Focus, Girls in Focus, Little Kids In Focus** - Mr. Kingswell reported Kids in Focus had 1 formal complaint, and 5 informal complaints. Girls in Focus reported one allegation of abuse, which is the same as the formal complaint reported. The staff member involved in the incident said he was not on duty the day of the allegation; consumer may have had the wrong date. Staff was placed on leave during the investigation, and then resigned. The child was discharged from program. Outcome is still pending with CPS.

Little Kids in Focus report was an update and clarification of an investigation from May 2006.

**Langhorne Family Care** – Mrs. Langhorne reported no events. A Human Rights inspection was conducted on June 22, 2006 and a corrective action plan was submitted and approved by Human Rights Office.

**Lyle Professional Consulting** – Ms. Lyle reported no events. She reported a Human Rights inspection conducted July 11, 2006, and a corrective action plan was submitted and approved by the Office of Human Rights. Mr. Bowser commended Lyle Professional Consulting on their Human Rights inspection.

**Quality Life Services** – Ms. Booker reported no events.

**Rivers Assisted Living** - Ms. Rivers reported no events.

**Second Chance at Life, Inc.** – Ms. Crawley reported no events. A Human Rights inspection was conducted and a corrective action plan was submitted. The LHRC members requested the actual document of inspection, and will be reviewed at the November LHRC meeting.

**Youth Empowerment Services / Life Coach** – Ms. Hunt reported 1 allegation of abuse and 3 allegations of neglect. Ms. Hunt continued to report that a Licensure inspection was conducted on June 27, with the correction action plan submitted.

A motion was made, seconded and voted upon for the Chesterfield LHRC to accept the above event reports, except those noted for corrections.

Ayes: Mr. Zarif, Ms. Velzy, Ms. Tussing, Dr. Rademaker

Absent: Ms. Angle, Rev. Greenhowe

## **6. Announcements / Updates**

Mrs. Mingloski noted the next regular meeting will be held at Grafton Schools on November 27 and reminded all providers to submit the event reports for the reporting period of September and October 2006 by November 7, 2006.

## **7. Executive Session**

The motion was made, seconded and passed to move into Executive Session pursuant to Virginia Code 2.2-3711 for the protection of the privacy of individuals and their records in personal matters not related to public business.

Upon reconvening in open session, the Local Human Rights Committee certified that to the best of their knowledge that only matters lawfully exempted from open meeting requirements and only such matters for the protection of the privacy of individuals and their records in personal matters not related to public business were heard, discussed or considered in closed session.

The Chesterfield LHRC met with Langhorne Family Care to review the human rights inspection conducted on June 22, 2006, and strongly recommends training for all staff their program.

A motion was made, seconded and passed to move into executive session pursuant to Virginia Code 2.2-3711(1) for the protection of the privacy of individuals and their records in personal matters not related to public business, namely for the purpose of considering appointments to the Local Human Rights Committee.

Upon reconvening in open session, the Local Human Rights Committee certified that to the best of their knowledge that only matters lawfully exempted from open meeting requirements and only such matters for the protection of the privacy of individuals and their records in personal matters not related to public business were heard, discussed or considered in closed session.

The Chesterfield LHRC recommends Ms. Mauretta Copeland for appointment to the Chesterfield LHRC, serving a 3-year term (9/25/06 – 6/30/09). Her application will be considered at the next State Human Rights Committee meeting.

#### **8. Announcements/Updates**

There were no announcements or updates offered.

#### **7. Adjournment**

There being no further business, the meeting was adjourned at 8:10p.m. The next regular scheduled meeting will be held Monday, **November 27, 2006, at 5:30p.m.** at Grafton Schools (Price Club Boulevard). The LHRC will tour Grafton programs at 4pm.